

69-5627  
DTR-4322

16 December 1969

MEMORANDUM FOR: Director of Communications  
Director of Security  
Director of Logistics  
Director of Personnel  
Director of Finance  
Director of Medical Services  
Director of Training

SUBJECT : ADP MIS Semiannual Reports

REFERENCE : Bureau of the Budget Circular No. A-83

1. The ADP MIS Manual contains instructions for submission of the BOB required 31 December semiannual reports. Reports due this half fiscal year are the Computer Utilization (input format D), and the 18 month projection of EDPE gains (input format C). Projected EDPE loss report requirements were discontinued during March 1968.

2. Offices are requested to review their On Hand Inventory for update. Reports (coded input formats in duplicate) should be forwarded to me by 10 January 1970.



Information Processing  
Coordinator, DD/S

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